

**M e m o r a n d u m**

Date: October 22, 2009

To: Governor's Protection Detail Section – North

Attention: Captain R. J. Okashima

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 18, 2009 – August 19, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control (ICU), telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 320 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  4 percent error rate provided a total sample size of 74 items. Each OPI inventory list was stratified (c) and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	41	12.81	9.48	9
<b>Telecommunications</b>	206	64.38	47.64	48
<b>Fleet</b>	16	5.00	3.70	4
<b>Weapons</b>	57	17.81	13.18	13
<b>Total</b>	320			74

*Safety, Service, and Security*

Governor's Protection Detail Section – North

Page 2

October 22, 2009

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 72 of the 74 items were located. One item was unavailable due to employee being out of the office and one item was transferred to other command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, all 77 items reconciled.

\*NOTE: Two weapons are listed on separate departmental databases. The Office of the Academy weapons list identifies the items by serial number and the ICU property list identifies the items by Asset Forfeiture tag number.

I request your command research and investigate all the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by January 22, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Protective Services Division  
Telecommunications Section  
Office of the Academy  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Governor's Protection Detail Section - North - 026  
August 19 - 21, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Cellular Telephone	R100039					X	Employee "off" will return 8/24/09.
[REDACTED]	[REDACTED]				X		Item transferred to North Sacramento.
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						
[REDACTED]	[REDACTED]						

\*NOTE: Two items are listed on separate departmental databases. The Office of the Academy weapons list identifies the items by serial number and the ICU general property list identifies the items by Asset Forfeiture number.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 107194	SCANNER SCANJET 5100CXI SCANJETP021H7004	MX82513PIG	X					
2 107283	PRINTER LASERJET 5N	JPKG031717	X					
3 133062	DIGITAL CAMERA		X					
4 148903	PRINTER	CNRXC97495	X					
5 150921	NAVIGATION SYSTEM 680		X					
6 151741	LAPTOP	0039265735	X					
7 157727	COMPUTER	2UA8060CRO	X					
[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	X					
<p>*Note: These weapons are listed on separate departmental databases. The Office of the Academy weapons list identifies the items by serial number and the ICU general property list identifies the items by Asset Forfeiture tag number.</p>								
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 133061	DIGITAL CAMERA		X					
2 141592	COMPUTER	2UB54403DT	X					
3 143468	COMPUTER	2UB54608VP	X					
4 145030	PRINTER	CNRBB36784	X					
5 146488	FAX MACHINE, MULTIFUNCTION	U61034L5J596458	X					
6 150922	NAVIGATION SYSTEM 680		X					
7 150923	NAVIGATION SYSTEM 680		X					
8 151740	LAPTOP	0039265734	X					
9 165086	COMPUTER	MXL8340KLL	X					
10 97118	SAFE	9944	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	R100035	Cellular Telephone			X					
2	R100038	Cellular Telephone			X					
3	R100039	Cellular Telephone				X				Employee "off" will return 8/24/09.
4	R100042	Cellular Telephone			X					
5	R100043	Cellular Telephone			X					
6	R40657	Mobile Radio			X					
7	R43219	Mobile Radio			X					
8	R43932	Mobile Radio			X					
9	R44019	Mobile Radio			X					
10	R61037	Hand-Held Radio	13794		X					
11	R62620	Hand-Held Radio	17134	MM 08-058	X					
12	R63853	Hand-Held Radio	16120	AREI-09	X					
13	R64403	Hand-Held Radio	12881		X					
14	R66222	Hand-Held Radio	16897		X					
15	R67892	Hand-Held Radio			X					
16	R69482	Hand-Held Radio	16480	MM 08-086	X					
17	R70444	Battery Charger - Radio			X					
18	R75073	Hand-Held Radio	spare		X					
19	R75148	Hand-Held Radio			X					
20	R78277	Hand-Held Radio			X					
21	R78284	Hand-Held Radio			X					
22	R78334	Hand-Held Radio			X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R78365	Hand-Held Radio		355AYU4625	X					
24	R84298	Control Head - Mobile			X					
25	R85227	Control Head - Mobile			X					
26	R87198	Control Head - Mobile			X					
27	R87372	Battery Charger - Radio			X					
28	R87373	Battery Charger - Radio	Single		X					
29	R87509	Battery Charger - Radio			X					
30	R87527	Battery Charger - Radio			X					
31	R87530	Battery Charger - Radio			X					
32	R87535	Battery Charger - Radio			X					
33	R87990	Mobile Radio		412CDG0649	X					
34	R88001	Mobile Radio		412CDG0647	X					
35	R88070	Mobile Radio		412CDG0688	X					
36	R90519	Hand-Held Radio		355CEC0724	X					
37	R90959	Control Head - Mobile			X					
38	R91172	Hand-Held Radio		355CEN0160	X					
39	R91176	Hand-Held Radio		355CEN0131	X					
40	R95405	Cellular Telephone		PTWG02P5H01D	X					
41	R95880	Portable Radio	XTS5000	721CFK2471	X					
42	R95953	Portable Radio	XTS5000	721CFK1168	X					
43	R95961	Portable Radio	XTS5000	721CFK1065	X					
44	R95978	Portable Radio	XTS5000	721CFK1093	X					
45	R95983	Portable Radio	XTS5000	721CFK1297	X					
46	R95984	Portable Radio	XTS5000	721CFK1288	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
47	R95986	Portable Radio		XTS5000	721CFK1289	X				
48	R96061	Portable Radio		XTS5000	721CFK1058	X				
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R42175	Mobile Radio			9540946	X				
2	R53184	Mobile Radio			9540528	X				
3	R64436	Hand-Held Radio	16214		402AWY0580	X				
4	R67889	Hand-Held Radio			355AXA0214	X				
5	R67924	Hand-Held Radio			355AXA0038	X				
6	R68025	Hand-Held Radio			355AXA0249	X				
7	R68030	Hand-Held Radio			355AXA0293	X				
8	R68040	Hand-Held Radio			355AXA0216	X				
9	R68075	Hand-Held Radio			355AXA0098	X				
10	R68158	Hand-Held Radio			355AXA0167	X				
11	R69700	Hand-Held Radio	spare		355AXE0683	X				
12	R69740	Hand-Held Radio				X				
13	R69840	Hand-Held Radio			355AXE0852	X				
14	R69954	Hand-Held Radio	spare		355AXE0562	X				
15	R70462	Battery Charger - Radio				X				
16	R71451	Battery Charger - Radio				X				
17	R71725	Battery Charger - Radio				X				
18	R71816	Battery Charger - Radio				X				
19	R75115	Hand-Held Radio			355AXE0940 X	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
20	R75160	Hand-Held Radio	NorthProg.		355AXE0877	X					
21	R75255	Hand-Held Radio			355AXE0770	X					
22	R78181	Hand-Held Radio			355AYU4644	X					
23	R78322	Hand-Held Radio			355AYU4177	X					
24	R78370	Hand-Held Radio			355AYU3885	X					
25	R87359	Battery Charger - Radio				X					
26	R87364	Battery Charger - Radio		Single		X					
27	R87368	Battery Charger - Radio				X					
28	R87376	Battery Charger - Radio				X					
29	R87411	Battery Charger - Radio		Single		X					
30	R87482	Battery Charger - Radio		Single		X					
31	R87494	Battery Charger - Radio				X					
32	R87504	Battery Charger - Radio				X					
33	R87511	Battery Charger - Radio				X					
34	R87519	Battery Charger - Radio				X					
35	R87531	Battery Charger - Radio				X					
36	R87537	Battery Charger - Radio				X					
37	R88000	Mobile Radio			412CDG0660	X					
38	R88217	Portable Radio			721CDJ1242	X					
39	R89279	Control Head - Mobile				X					
40	R95212	Control Head - Mobile				X					
41	R95883	Portable Radio		XTS5000	721CFK1162	X					
42	R95887	Portable Radio		XTS5000	721CFK2478	X					
43	R95900	Portable Radio		XTS5000	721CFK1311	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Governor's Protective Detail - North / 026**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
44	R95904	Portable Radio		XTS5000	721CFK1313	X					
45	R95907	Portable Radio		XTS5000	721CFK1323	X					
46	R95943	Portable Radio		XTS5000	721CFK1208	X					
47	R95946	Portable Radio		XTS5000	721CFK1153	X					
48	R95957	Portable Radio		XTS5000	721CFK1280	X					
49	R95964	Portable Radio		XTS5000	721CFK1073	X					
50	R95972	Portable Radio		XTS5000	721CFK1194	X					
51	R95980	Portable Radio		XTS5000	721CFK1108	X					
52	R96043	Portable Radio		XTS5000	721CFK1274	X					
53	R96074	Portable Radio		XTS5000	721CFK1123	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY:

DATE:

COMMANDERS SIGNATURE :

### LEGEND

SEND  
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

Department of California Highway Patrol  
 Complete Area Inventory  
 026 - Governor's Protective Detail - North

July 8, 2009

Officer Issued Weapons

[REDACTED]						
[REDACTED] Issued to officer						
	<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
✓	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
T	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Transferred to NORTH SAC.
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Issued to officer: [REDACTED]						

[REDACTED]						
[REDACTED] Issued to officer						
	<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
	[REDACTED]					
	[REDACTED]					
Y	[REDACTED]					
Y	[REDACTED]					
	[REDACTED]					

LEGEND  
 (Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



July 8, 2009

Issued to officer:

**Officer Issued Weapons Total:**

### Comments

## Comments

Issued to Area/Division:

July 8, 2009

### Comments

### Comments

### Comments

### Comments

### Comments

Issued to Area/Division:

Issued to Area/Division:

Issued to Area/Division:

Department of California Highway Patrol  
Complete Area Inventory  
026 - Governor's Protective Detail - North

July 8, 2009

[REDACTED] Issued to Area/Division		
Ser#	Control#	Comments
[REDACTED] y	*	
y [REDACTED]	*	
Issued to Area/Division: [REDACTED]		
Area Issued Weapons Total: [REDACTED]		
Area Grand Total: [REDACTED]		

\*Note: These weapons are listed on separate departmental databases. The Office of the Academy weapons list identifies the items by serial number and the ICU general property list identifies the items by Asset Forfeiture tag number.